



East Sussex
Fire & Rescue Service

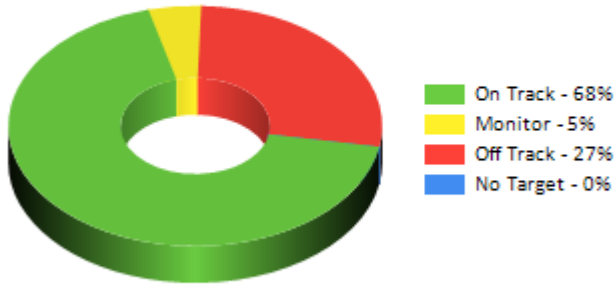
East Sussex Fire & Rescue Service

Key Task Areas & Projects Progress Report 2013/14

Quarter 1

OVERVIEW

Activity Status



ACTION PLANS



At least 90% of activity target achieved




Between 70% and 90% of activity target achieved





Less than 70% of activity target achieved


Treasurer

ACTIVITY	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.1.4.9 KTA 05 - Future of financial services provision for ESFRS	Duncan Savage - Treasurer	In Progress	01-Apr-2013	31-Mar-2014	10.00%	25.00%	 RED
ACTIVITY PROGRESS COMMENTS: Interim agreement for existing financial services to continue being provided by East Sussex County Council (ESCC) / Surrey County Council until 31 March 2014. Awaiting formal proposal from ESCC setting out service offer for 2014/15 onwards which is due by end of September. Once this is received the scope of any changes to current arrangements can be determined. Last Updated: 08-Jul-2013							


People & Organisational Development


ACTIVITY	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
2.1.2.3 KTA 10, Project No. 00285 - Following the implementation of the HR Database, Firewatch, continue with the roll-out of the project plan to implement all elements of the Firewatch system	Geoff Adams - System Development Project Analyst	In Progress	01-Apr-2013	31-Mar-2014	80.00%	75.00%	 GREEN
ACTIVITY PROGRESS COMMENTS: Completed This Period: Successful Rollout of v7.4 to Live and Training Environments; Rollout of FireWatch to all Service PCs; Completion of JO Training in preparation for Duty Planner Implementation Next Steps: Implementation of FW Duty Planner Module (August 2013); Further review of Audit Activities with ESCC; Development of Report Requirements. Last Updated: 09-Jul-2013							

ACTIVITY	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.1.4.1 Project No. 00297 - Collaboration with West Sussex FRS (L&D)	Cheryl Rolph - Assistant Chief Officer (POD)	In Progress	01-Apr-2012	31-Mar-2014	35.00%	25.00%	 GREEN
ACTIVITY PROGRESS COMMENTS: Timescales and resources for development of business plan now being developed. Joint meeting held on 1st July 2013 and resources allocated. Final report to Joint Programme Board (JPB) Joint Oversight Group (JOG) by end of Quarter 2. Last Updated: 09-Jul-2013							


ACTIVITY	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.1.4.2 KTA 03 - Managing the Strategic Funding Gap	Cheryl Rolph - Assistant Chief Officer (POD)	In Progress	01-Apr-2013	31-Mar-2014	35.00%	25.00%	 GREEN
ACTIVITY PROGRESS COMMENTS: During quarter 1 Officers met to consider the Protection, Prevention & Response Review and the potential options. CMT considered the outcome of this review at their June meeting. IRMP forum met 1st July to debate and consider them and the proposals will be further considered at the Policy & Resources Meeting on 11th July. Last Updated: 09-Jul-2013							

Special Projects


ACTIVITY	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.1.4.1 Project No: 00289 - Directorate Operational Tasks Assist IMD with Station End and MDT replacement projects in accordance with current project plans	Stephen Allen - Incident Information Project Officer	In Progress	01-Apr-2011	31-Mar-2014	46.00%	50.00%	 GREEN
ACTIVITY PROGRESS COMMENTS: The Stage 1 (hardware) completed on the 20th Dec 12, all designated vehicles have now been fitted with the new CF19 MDT installation. All installation are working well, this is further evidenced by the reduction in the number of Mobile Data Terminal issues being received through the Information Management Department Service Desk and at Mobilising & Communications Centre. Currently the project is still on track with 46% of identified tasks complete. Last Updated: 08-Jul-2013							

ACTIVITY	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.1.3.1 KTA 01 - Sussex Control Centre Project	Ian Alexander - Head of Special Projects	In Progress	01-Apr-2011	31-Mar-2014	35.00%	25.00%	 GREEN
ACTIVITY PROGRESS COMMENTS: There are 7 individual projects which form this programme of activity. Each project is assessed as being complete as follows: Accommodation 30%, HR 80%, Ways of working (operations) 80%, Ways of working (control) 40%, Technical 15%, Training 0% and Transition 0%. As such the SCC project is estimated at being 35% at this stage and by Dec 2013 will be 68%. Last Updated: 15-Jul-2013							


Business Safety


ACTIVITY	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.1.2.7 KTA 06 - Continued development of Optevia fire safety system	Richard Fowler - Head of Business Safety	Completed	01-Apr-2013	31-Mar-2014	100.00%	25.00%	 GREEN
ACTIVITY PROGRESS COMMENTS: June 2013 - This was completed last month. The system has now been successfully implemented across the Service. Last Updated: 08-Jul-2013							

Community Risk Management

ACTIVITY	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.1.1.12 KTA 04 - IRMP Review on Prevention, Protection, and Response (external and internal consultation)	Neal Robinson - Head of Community Risk Management	In Progress	01-Apr-2013	31-Mar-2014	3.00%	25.00%	 RED
ACTIVITY PROGRESS COMMENTS: Preliminary Impact assessment work has been undertaken. Last Updated: 11-Jul-2013							


Service Delivery Directorate

ACTIVITY	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.1.4.1 KTA 07 - Develop Community Interest Company	Gary Walsh - Deputy Chief Fire Officer (DCFO)	Not Started	01-Apr-2013	31-Mar-2014	0.00%	25.00%	 RED
ACTIVITY PROGRESS COMMENTS: No progress Last Updated: 30-Jul-2013							


ACTIVITY	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.1.4.2 KTA09 - Continue to explore options for increased collaboration with other public sector partners	Gary Walsh - Deputy Chief Fire Officer (DCFO)	In Progress	01-Apr-2013	31-Mar-2014	30.00%	25.00%	 GREEN
ACTIVITY PROGRESS COMMENTS: Business case for joint L&OD function with WSFRS in development 10%; Road Safety Lead for East Sussex 50%. Last Updated: 30-Jul-2013							


Service Support Directorate

Engineering Services


ACTIVITY	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.1.3.1 Project No: 00287 - ARP Vehicle	Bill Brewster - Head of Engineering Services	Completed	01-Apr-2011	31-Oct-2013	100.00%	90.00%	 GREEN
<p>ACTIVITY PROGRESS COMMENTS: The final acceptance test has been carried out the project is under budget, final payment invoice agreed, the vehicle will be delivered June 29th to stn 22 workshops.</p> <p>The vehicle has been delivered to Stn 11 and is now in training and the final invoice paid</p> <p>Last Updated: 23-Jul-2013</p>							


Estates Management


ACTIVITY	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.1.2.1 Project - Newhaven, new fire station	Julian Salmon - Estates Manager	In Progress	01-Apr-2012	31-Dec-2014	10.00%	0.00%	 GREEN
<p>ACTIVITY PROGRESS COMMENTS: Project Team have met with Partner Organisations and presented budget costs for project, including specific costs to each Organisation. Partners have been written to and requested that they confirm their commitment to the project and space requirements by 31st July 2013. Following return of this we will be instructing RH Partnership to prepare outline Design and Brief for issuing to Tender.</p> <p>Last Updated: 15-Jul-2013</p>							


ACTIVITY	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.1.2.2 Project - Crowborough refurbishment	Julian Salmon - Estates Manager	In Progress	01-Apr-2012	30-Sep-2013	90.00%	85.00%	 GREEN
<p>ACTIVITY PROGRESS COMMENTS: Construction started w/c 26/11/12. Works are progressing well and remain both on budget and programme; to be complete by the beginning of September 2013.</p> <p>Last Updated: 15-Jul-2013</p>							


Information Management

ACTIVITY	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.1.4.20 KTA 02, Project No. 00205 - Develop Data Warehouse to meet corporate business intelligence needs	Brenda Guile - Head of Information Management	In Progress	01-Apr-2013	31-Mar-2014	35.00%	25.00%	 GREEN
ACTIVITY PROGRESS COMMENTS: The hardware for the data warehouse will be ordered this week and a competitive bid for Extract, Transfer and Load [ETL] specialist will also be issued this week to further resource the key data preparation for SCC. Last Updated: 15-Jul-2013							

ACTIVITY	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.1.4.35 Project No. 00205(B) - Delivery of SCC key data from Data Warehouse to SCC	Brenda Guile - Head of Information Management	In Progress	01-Apr-2013	31-Mar-2014	10.00%	25.00%	 RED
ACTIVITY PROGRESS COMMENTS: A project plan has been created and discussions on how this can be provided are regularly reviewed. A proposal from Infographics for the direct connection from Firewatch to SCC, and additional services, is being considered by ESFRS and WSFRS. Last Updated: 15-Jul-2013							

ACTIVITY	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.1.4.1 Project No. 00281 - Completion of Internal Audit Action Plan - ICT Network and Infrastructure Audit February 2011	Brenda Guile - Head of Information Management	Completed	01-Apr-2013	30-Apr-2013	100.00%	100.00%	 GREEN
ACTIVITY PROGRESS COMMENTS: A review meeting with Deloitte and ESCC resulted in the Infrastructure audit being finalised in terms of outstanding requirements. We have moved from partial assurance to substantial and managing risk, which has been agreed with CMT. Last Updated: 16-Jul-2013							

ACTIVITY	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.1.4.16 Project No. 00257 - HQ Network Centre Refurbishment	Brenda Guile - Head of Information Management	In Progress	01-Apr-2013	31-May-2013	60.00%	50.00%	 GREEN
ACTIVITY PROGRESS COMMENTS: A meeting on 17 July is discuss the Tender Prices returned for the building and electrical work which is estimated will take place in September 2013. Last Updated: 15-Jul-2013							

ACTIVITY	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.1.4.22 Project No. 00293 - Printing & Photocopying 'service-wide' replacement of Canon Multi Functional Devices (MFD)Review	Brenda Guile - Head of Information Management	In Progress	01-Apr-2012	31-Mar-2014	95.00%	100.00%	 GREEN

ACTIVITY PROGRESS COMMENTS:

The replacement MFD have been successfully installed. Rollout of Uniflow auditing software to provide secure, follow me printing will be installed in August 13.

Last Updated: 15-Jul-2013


ACTIVITY	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.1.4.23 Project No. 00145 - Disaster Recovery Stage 2: Software implementation for DR Centre	Brenda Guile - Head of Information Management	In Progress	01-Apr-2012	31-Mar-2014	50.00%	35.00%	 GREEN

ACTIVITY PROGRESS COMMENTS:

Work is being progressed with assistance from Network Services, Daryll Luxford and the business regarding the Priority of services for the purpose of the DR plan. Assistance with implementation is being sought from trusted partners.

Last Updated: 15-Jul-2013


Service Support Directorate

ACTIVITY	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.1.4.1 Project No: 00141/ 00131 - BA Face masks & Integrated Comms Replacement of Fire Ground Radios	Gary Ferrand - Assistant Chief Fire Officer	In Progress	01-Apr-2013	31-Mar-2014	75.00%	100.00%	 AMBER

ACTIVITY PROGRESS COMMENTS:

Meeting held on 17 May 2013 with ACFO, DCFO, DRR and HoES to discuss recent failures resulting from Draeger fitment of replacement leads at Stn 11 where there was 50% failure rate.
Decision taken to roll back to original configuration and therefore remove integrated comms from facemask and the push to talk facility leaving the original capability to use only voice actuated comms from the voice diaphragm into hand held radio. This requires OPEG to explore trials for radio cases and leads. Draeger advised by letter, FBU advised by email.
Draeger advised ACFO on 18 June that blank facemask plates (to replace int comms lead) will be available to them on 25 June. They have committed (email received on 17 June to ACFO) to fit these blank plates to ESFRS facemasks shortly after 25 June - no precise date given.
ACFO to then issue H&S Bulletin advising users of this change.
All integrated communications equipment will remain in ownership of ESFRS pending any legal action where appropriate.

Last Updated: 18-Jun-2013

ACTIVITY	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.1.4.2 Project No. 00207A - HMG Security Policy Progression	Gary Ferrand - Assistant Chief Fire Officer	In Progress	01-Apr-2013	31-Mar-2014	60.00%	90.00%	 RED


ACTIVITY PROGRESS COMMENTS:

Only remaining actions are;

1. Completion of SeCuRe 2 Toolkit - which is an online survey to assess staff attitudes and knowledge of security. This will influence future plans for security - to be considered by CMT.
2. Review of ESFRS security measures against CFOA Protective Security Strategy best practice.

Both are ongoing and survey to be complete by end of August (including analysis), so likely report to CMT in September. This will include review against CFOA Strategy.

Last Updated: 18-Jun-2013

ACTIVITY	RESPONSIBLE PERSON	STATUS	START DATE	END DATE	COMPLETE %	TARGET	ON TARGET %
1.1.4.3 KTA 08 - Future development of corporate Information Management Services	Gary Ferrand - Assistant Chief Fire Officer	In Progress	01-Apr-2013	31-Mar-2014	30.00%	25.00%	 GREEN

ACTIVITY PROGRESS COMMENTS:

The Data Warehouse project continues to progress using 'agile' as its method of progressing with such little uncertainty about the destination product (Remsdaq R4i). The resourcing of the project continues to challenge but at present it is on track to deliver as planned.

Last Updated: 17-Jul-2013